



Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

2025 CSMLS NATIONAL CERTIFICATION EXAMINATIONS POLICIES HANDBOOK

Medical Laboratory Technology:
General,
Diagnostic Cytology,
Clinical Genetics;
and
Medical Laboratory Assistant

*This handbook contains information required to apply for
the CSMLS National Certification Examinations*

updated November 2024

CEXM-043-H1

Disclaimer

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for Medical Laboratory Technologists (MLT) and Medical Laboratory Assistants (MLA), and the national professional association for Canada's Medical Laboratory Professionals (MLPs).

As such, to maintain fairness to all our candidates and clients, we **do not allow visitors at the CSMLS office nor do we accept documents at our door.**

The CSMLS is **not a regulatory body nor does it provide licensure to practice** in Canada.

The CSMLS does not provide single subject certification.

Before applying for the CSMLS National Certification Examination (Exam), the candidate **must read and understand** all the policies and regulations outlined in this handbook.

By signing the paper application or completing the online application form, the candidate agrees to all of these policies and regulations.

Failure to do so may result in a loss of eligibility to write the Exam or may result in the candidate's Exam not being marked.

Candidates are responsible for making sure the current version(s) of documents and application form(s) are used.

Updates can be found on the CSMLS website (www.csmls.org).

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Carefully Read the Entire Handbook Before Registering for an Exam.

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for Medical Laboratory Technologists (MLT) and Medical Laboratory Assistants (MLA), and the national professional association for Canada's Medical Laboratory Professionals (MLPs).

The CSMLS is contracted to provide Exam and Prior Learning Assessment (PLA) services on behalf of eight (8) of the nine (9) Canadian provincial MLT regulatory authorities (also known as regulatory “colleges”). The regulatory authorities recognize the CSMLS’ long history of providing a National Certification Examination (since 1938 for General MLT) as an entry-to-practice requirement to work in the Canadian medical laboratory profession.

The CSMLS National Certification Examinations (referred to as “Exam” herein) are multi-disciplinary in nature.

We do not provide single-subject MLT certification.

Our Mission

The CSMLS’ mission is to advance the Medical Laboratory profession through certification, education, and advocacy.

We promote and maintain a nationally accepted standard of the Medical Laboratory profession by which other health professionals and the public are assured of effective laboratory services. We promote, maintain and protect the professional identity and interests of MLPs and of their profession.

The CSMLS is committed to continuing to build a clearly focused and proactive advocacy strategy. MLPs deserve a voice that recognizes our profession’s strong contribution to the core of Canadian health care. Our advocacy efforts are focused on two main audiences, the government and the public.

Reciprocity

The CSMLS does not offer reciprocity with any university or college, or with any other country. The candidate’s education, experience, or certification in another country do not automatically make them eligible to write the Exam.

Impartiality and Conflict of Interest

CSMLS understands the importance of impartiality in the certification of individuals, from creating Exam items to determining candidate eligibility to the release of Exam results, the CSMLS strives to ensure the objectivity of its certification activities.

All certification activities are carried out with the intent to be impartial and with consideration to direct, indirect, or perceived conflicts of interest.

The CSMLS and the Canadian Provincial Medical Laboratory Technologist Regulatory Authorities

Health related professions often require regulatory registration as one means of assuring their profession’s quality of practice and patient safety.

In each province where there is an MLT regulatory authority, the MLT regulatory authority

registers applicants who meet provincial registration requirements and regulates the practice of the profession, as delegated.

The CSMLS has MLT Exam and Prior Learning Assessment (PLA) service agreements with each Canadian provincial MLT regulatory authority (with the exception of Quebec), recognizing the CSMLS Competency Profiles© and MLT Exams as an entry-to-practice requirement for the Canadian medical laboratory profession.

Each provincial MLT regulatory authority may have different requirements to practice in their provinces. The CSMLS strongly suggests that all MLT Exam registrants/candidates, or potential registrants/candidates, review the MLT provincial regulatory requirements for practicing as an MLT in those provinces.

As of March 1, 2026, provincial MLT regulatory members of the Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) plan to deliver Certification services within their respective jurisdictions. CAMLPR has not indicated what their processes will be at the time this handbook was revised.

CSMLS will continue to provide MLT certification services in Alberta, for CMLTA, Quebec, British Columbia, and the Territories. However, the CSMLS MLT certification services and where they will be offered may change.

When there is more information pertaining to changes in the MLT certification process, and CAMLPR involvement, this handbook will be revised.

Manitoba MLT Exam Candidates

The College of Medical Laboratory Technologists of Manitoba (CMLTM) has final authority on the eligibility of MLT Exam candidates writing in the province of Manitoba. This affects all MLT Exam candidates planning to take their Exam in this province.

Additionally, although a candidate has met all CSMLS eligibility requirements, the CMLTM requires candidates to meet their English language proficiency before a candidate can attend an MLT Exam. Please [see the CMLTM website for more information](#).

We recommend candidates planning to take an MLT Exam in Manitoba contact CMLTM immediately to ensure they are eligible to do so.

Questions regarding this policy are to be directed to the CMLTM office. Phone: 204-231-0311 or: 877-331-0311; fax: 204-489-7300; email: adam@cmltm.ca, tricia@cmltm.ca, or janelle@cmltm.ca.

Saskatchewan MLT Exam Candidates

Please be advised, as the Saskatchewan Society of Medical Laboratory Technologists (SSMLT) has final authority on the eligibility of MLT Exam candidates writing in the province of Saskatchewan. This affects all MLT Exam candidates planning to take their Exam in this province.

Effective November 1, 2024, those MLT candidates who reside in Saskatchewan must contact SSMLT to ensure they are approved to write the MLT Exam in Saskatchewan, regardless of the Exam attempt.

Please direct questions regarding this policy to the SSMLT office, phone: (306) 352-6791 or email: info@ssmlt.org, with the subject line "Examination approval".



Exam Attempt Policy

NOTE: CSMLS does not offer single-subject Medical Laboratory Technologist Certifications, all Certifications are multi-disciplinary in nature. Please review the CSMLS National Competency Profiles©.

Certification Time and Attempt Limits

The Exam policy determines when a candidate must attempt the Exam and the number of times any candidate can attempt it.

Candidates have three (3) attempts at the Exam, in two (2) Exam cycles.

The first Exam cycle allows two (2) attempts to challenge the Exam. After two (2) unsuccessful attempts (whether missed attempts or failed attempts), the Exam candidate enters the second Exam cycle where they must re-establish their eligibility to take the Exam. An Exam candidate must successfully complete an RELP before they will be allowed to challenge their third and final Exam attempt.

Candidates cannot write the Exam more than two (2) times within twelve (12) months after receiving [Initial Eligibility](#).

A candidate is expected to attend the first Exam session closest to their [Initial Eligibility](#) date, for which registration is not yet open. If they do not attempt this Exam session, it may be considered a failed attempt.

If the candidate is not successful on their first attempt, they must complete their second attempt within twelve (12) months of initial eligibility or within the next two (2) Exam sessions, whichever comes first. However, if a candidate delays writing their first exam attempt until the end of their 12-month initial eligibility period, and is unsuccessful, the candidate must write their second attempt in the very next exam session.

If they do not attend their second attempt within this timeframe, they will have forfeited their second Exam attempt, considered a fail, and will be placed into a Re-establishing Exam Eligibility Learning Plan (RELP). This RELP must be successfully completed before they can attend their third and final attempt.

Example: A candidate became eligible to challenge the Exam on October 14, 2020. This candidate is expected to attend their first attempt at the February 2021 Exam session, registering before the deadline and paying all registration fees.

If this candidate's first attempt was unsuccessful, they must write their second attempt before February 2022 (either the June 2021 or October 2021) or forfeit their second attempt. Forfeiting their second attempt will be counted as a second failed attempt, and they will be placed in an RELP.

If a candidate is unsuccessful in their third and final Exam attempt, they will have exhausted all Exam attempts that the CSMLS is permitted to allow. Candidates who have had three (3) unsuccessful Exam attempts and would like to challenge the Exam again are directed by CSMLS to successfully complete a full (and different) [EQual™ accredited Medical Laboratory educational program](#).

NOTE: Bridging programs offered in Canada are NOT EQual™ accredited MLT educational programs and cannot be used in place of a full MLT program.

If candidates from an EQual™ accredited Canadian program, have failed the Exam three (3) times, their next program must be taken at a different EQual™ accredited Canadian educational program.

If the candidate successfully completes their second educational program, they will become eligible to challenge the Exam again, with two (2) exam cycles for a total of three (3) attempts.



Eligibility Requirements

First Exam Cycle

The first Exam cycle is made up of two (2) Exam attempts.

If a candidate is not successful in their first attempt, they may have a second attempt without having to re-establish eligibility, within twelve (12) months from initial eligibility or within the next two (2) scheduled Exam sessions, whichever comes first. However, if a candidate delays writing their first exam attempt until the end of their 12-month initial eligibility period, and is unsuccessful, the candidate must write their second attempt in the very next exam session.

Candidates are expected to come to the first available Exam session after successful completion of either an [EQual™ Accredited Canadian Medical Laboratory Program](#) or the [CSMLS PLA process](#).

An exception may be made for eligible candidates who are [non-residents of Canada](#) and are unable to get a Visa to write their Exam in Canada.

Initial Eligibility

There are three (3) ways to become initially eligible to write the Exam:

1. [EQual™ Accredited* Canadian Educational Program](#) Candidates

To be eligible to write the Exam, registrants must:

- Successfully complete all program requirements (including all clinical placement rotations) a minimum of two (2) weeks before and within twelve (12) months prior to their registered Exam Session**
 - The CSMLS office will verify these candidates' eligibility directly with the EQual™ accredited program.
- have not previously registered for or attended the same Exam designation, without written permission from the CSMLS

*EQual™ Accredited = Only those Medical Laboratory educational programs that are listed as “Accredited”, “Accredited with Condition”, or “Registered /Admitted” on the [Accreditation Canada](#) website.

“Registered” or “Admitted” Status: If a program loses their Registered or Admitted status, is not registered/admitted prior to a candidate’s program completion, or obtains Registered or Admitted status after a candidate completes their program, the candidate will not be eligible for the Exam. They must complete a prior learning assessment (PLA) to gain eligibility to the Exam.

12-months prior to a registered Exam session = the first day of the month the registered candidate’s Exam Session is in. If Exam registrants have successfully completed their program **prior to this date, they will **not** be found eligible to challenge the Exam in that session, and must apply, pay for, and successfully complete a Prior Learning Assessment (PLA).

2. Prior Learning Assessment (PLA) Candidates

To be eligible to write the Exam, candidates must have successfully completed the CSMLS Prior Learning Assessment (PLA) process and hold a valid Eligibility Statement. To be valid, the Eligibility Statement must not be expired for the Exam session they wish to register for. Please contact exam@csmls.org if your Eligibility Statement is expired or will expire before you can attend an Exam session.

DO NOT register for the Exam until you have been issued an Eligibility Statement.

The PLA process is intended for those who:

- are Internationally Educated Medical Laboratory Technologists (IEMLT); or
- have successfully completed a Canadian medical laboratory educational program that has not been EQual™ accredited; or
- have successfully completed an EQual™ accredited Canadian medical laboratory educational program more than twelve (12) months prior to the Exam date and have not registered for a CSMLS Exam or do not have 5-year MLPAO MLA certification recency (effective with the June 2024 Exam session); or
- are currently working as an MLA in Canada, for at least 12-months, and are not certified by either CSMLS or MLPAO (Ontario only).

The PLA process for Medical Laboratory Assistants (MLA) is not available for internationally educated/trained MLAs.

Candidates wishing to apply for a PLA should read the [PLA Handbook](#) for the steps to follow.

DO NOT register for the Exam until you have been issued an Eligibility Statement.

3. MLPAO Certified Candidates for the MLA Exam Only:

To be eligible to write the MLA Exam, these candidates must have been certified by MLPAO within the past 5 years of the Exam Session they wish to challenge.

- These candidates must have official documentation submitted to the CSMLS office (exam@csmls.org), directly from MLPAO to prove their provincial certification status
- If their certification status is recognized they will be issued an “Eligibility Statement to the CSMLS Certification Examination” (Eligibility Statement)

DO NOT register for the Exam until you have been issued an Eligibility Statement.

Attempt One (1)

A candidate’s first attempt at the Exam is granted depending on when they would have received initial eligibility as stated above.

Eligibility requirements for Exam registrants

Residents of Canada (EQual™ accredited program candidates, PLA Candidates, or MLA candidates certified by MLPAO)

Eligible

A candidate may register for their first exam attempt if they have:

- Successfully completed or on-track to successfully complete an EQual™ accredited or registered Canadian Medical Laboratory educational program, **within the past 12-months prior or 14-days prior** to the first day of the month of their chosen Exam session; or

- a valid, non-expired Eligibility Statement (PLA Clients or MLPAO certified MLAs)

These candidates are expected to register for and attend the first available Exam session after initial eligibility is granted.

Ineligible

If the **EQual™ educated candidate** has completed their accepted Canadian program more than twelve (12) months prior to the first day of the month of the Exam session they registered for, they are **not eligible** to challenge the Exam.

These candidates must apply for a PLA first. The PLA will determine if they are eligible to challenge the Exam based on their education, clinical training, and experience.

Candidates wishing to apply for a PLA should read the [PLA Handbook](#).

If the **PLA candidate** has an Eligibility Statement that is, or will be, expired prior to the first day registration opens for their chosen Exam session, they are **not eligible** to challenge the Exam. These candidates will have to apply for Stage 2 PLA again. Please see the [PLA Handbook](#) for more information.

If the **MLPAO certified MLA candidate** attained this certification more than five (5) years prior to the first day of the month of their chosen Exam session, they are **not eligible** to challenge the Exam.

Non-residents of Canada (usually PLA Candidates only)

Eligible

If the PLA candidate has an Eligibility Statement that is valid (not expired) at least until the first day registration opens for their chosen Exam session, they will be eligible to challenge their first attempt at the Exam.

These candidates are expected to attend the first available Exam session after initial eligibility is granted. However, these candidates have up to twelve (12) months after receiving initial eligibility to register for their first Exam attempt.

These candidates **must not register online**, they **must send in a completed application** to exam@csmls.org.

Ineligible

If the PLA candidate's Eligibility Statement is or will be expired prior to the first day registration opens for their chosen Exam session, they are **not eligible** to challenge the Exam, they will have to apply for Stage 2 PLA again. Please see the "[Special Circumstances for Non-Residents of Canada](#)" section for more information before the issued Eligibility Statement's expiry date.

Attempt Two (2)

If the candidate was not successful on their first Exam attempt, they are eligible to write the Exam a second time within their eligible time frame (see "[Exam Attempt Policy](#)" section). This will be indicated on their Exam results dashboard.

Candidates will be required to apply and pay for their next Exam by registering online or by sending in a paper application with the correct fee.

If the candidate does not apply for their second attempt within this time frame they will have forfeited their second Exam attempt and it will be **considered a fail**.

After **two (2) unsuccessful** attempts (whether attended or not) the candidate is placed into the Second Exam Cycle. They must re-establish eligibility by successfully completing a Learning Plan, as outlined below, in order to write a third and final Exam attempt.

Exception: Candidates who reside in either Nova Scotia or Saskatchewan and fail their first

or second exam attempt must contact their provincial MLT regulator (NSCMLT or SSMLT) to find out if there are further requirements before they can attend/register for their next Exam attempt.

Re-Establishing Eligibility to the Exam

For those candidates who have had two (2) unsuccessful Exam attempts (whether failed or missed attempts), the CSMLS will review the candidate's past Exam performance to identify areas of weakness. Once these have been identified, the candidate will be issued a Re-establishing Eligibility Learning Plan (RELP) to re-establish their eligibility to the Exam.

These candidates will be required to successfully complete their assigned RELP by the stated expiry date if they want to have a third Exam attempt.

Exception: Nova Scotia candidates who fail their second exam attempt will be assigned an RELP by NSCMLT **not** CSMLS. These candidates are asked to contact NSCMLT to receive their required RELP and show successful completion before they can attend their final Exam attempt. NSCMLT will contact CSMLS to confirm eligibility on these candidates' behalf.

Learning Plans to Re-establish Exam Eligibility (RELP)

RELPs to re-establish a candidate's eligibility to the Exam are issued after two (2) unsuccessful Exam attempts and are based on a review of all available Exam attempts.

Candidates will receive their RELP by email approximately three (3) weeks after Exam results are released.

RELP candidates will have to successfully complete their RELP, by the stated expiry date, if they plan to write their third and final Exam attempt.

Once the candidate completes their RELP they must have submitted the appropriate and correct documentation to the office before the expiry of their RELP. Once all documents are received, they will be reviewed within four (4) to six (6) weeks, for successful completion of all RELP requirements.

If the RELP is deemed successfully completed, the candidate will be issued an Eligibility Statement.

This Eligibility Statement will grant the candidate **one (1) final attempt** to the next available Exam session.

Candidates will be given one (1) year to complete the RELP from the date it is issued.

If the candidate does not complete the RELP before it expires they will have to apply for a [Re-establish Exam Eligibility Assessment](#).

RELP Extensions

If additional time is required to complete an RELP, candidates must contact the office **before** their RELP expires to find out if they qualify for an RELP Extension. Candidates who qualify, must submit the completed application form with payment to certification@csmls.org.

RELP Extensions times vary depending on the circumstances and are decided on a case-by-case basis.

Exception: RELP extensions will not be offered to Nova Scotia or Saskatchewan candidates without approval from NSCMLT or SSMLT. Please contact NSCMLT or SSMLT for more information.

Re-establish Exam Eligibility Assessment (REA)

Candidates who have an expired RELP must contact the office to find out if they qualify for a

REA. Candidates who qualify, must submit the completed application form with payment to be issued a new RELP.

Contact certification@csmls.org for more information.

Nova Scotia and Saskatchewan candidates, please contact NSCMLT or SSMLT.

Second Exam Cycle

Attempt Three (3)

After a RELP has been deemed successfully completed, an Eligibility Statement for the next available Exam session will be issued to the candidate.

This Exam session will be a date where registration has not yet opened in order to provide the candidate with enough time to prepare for the Exam.

Candidates are **NOT TO APPLY** for a third and final Exam attempt until they have received their Eligibility Statement.

Unsuccessful Third Attempt

If a candidate is unsuccessful in their third and final Exam attempt, they will have exhausted all Exam attempts.

Candidates who have had three (3) unsuccessful Exam attempts and would like to challenge the Exam again must successfully complete a full [EQual™ accredited/registered Canadian Medical Laboratory educational program](#) or obtain eligibility for an additional attempt from the MLT regulator body in the Canadian province they reside in.

Note: The CSMLS does NOT assist candidates with these requests.

If these candidates have graduated from an EQual™ accredited Canadian Medical Laboratory educational program, they must take their next program at a different EQual™ accredited Canadian program than the one they previously attended.

If the candidate successfully completes the next EQual™ accredited Canadian program, they will become eligible to challenge the Exam again, within two (2) exam cycles for a total of three (3) attempts.

Registered but Not Eligible for the Exam

Candidates will have their Exam registration cancelled by the CSMLS office ([see 'Cancellation of Registration' section](#)), if they have:

- not successfully completed their EQual™ accredited educational program
- not received their Eligibility Statement (for PLA Clients, MLP AO certified MLAs, RELP candidates)

There is a non-refundable administration fee for all Exam cancellations (see the [CSMLS Dates and Fees webpage](#) under 'Service Fees').

Verification of Eligibility for All Candidates

The eligibility of **ALL** Exam candidates is verified a minimum of 14-days prior to the beginning of each Exam session.

If candidates do not meet the eligibility requirements, their Exam registration will be cancelled, they may lose the full registration fee and may lose one Exam attempt ([see 'Cancellation of Registration' section](#)).

Candidate ARE NOT to register for more than one Exam session at a time or if their Exam results are still to be released.

There is a non-refundable administration fee for all Exam cancellations (see the [CSMLS Dates and Fees webpage](#) under ‘Service Fees’).

Loss of Exam Attempts

A candidate may lose an Exam attempt if they register for an Exam and cancel it OR they cannot/do not attend the Exam they registered for.

These candidates may also lose their full Exam fee, depending on notification to the CSMLS office (exam@csmls.org).

Cancellations

Once a candidate has scheduled an Exam appointment with the testing vendor they **cannot** cancel their Exam date through the testing vendor. These candidates must contact the CSMLS office (exam@csmls.org) **immediately** to apply for an Exam cancellation (see “[Cancellation of Registration](#)” section). Any candidate that cancels the Exam through the testing vendor will lose all of their Exam fees and may lose that exam attempt.

Candidates who want to cancel their Exam and would like to be considered for an Exam attempt re-instatement, must have documented evidence to support the request. This evidence must be submitted with the cancellation form, as soon as possible. These requests are considered on a case-by-case basis and submission of the documents does not guarantee reinstatement of the cancelled Exam attempt.

There is a non-refundable administration fee for all Exam cancellations (see the [CSMLS Dates and Fees webpage](#) under ‘Service Fees’).

Deferrals

Candidates who cannot attend the Exam they are expected at, due to circumstances beyond their control (see [‘Extraordinary Circumstances’ section](#)), must contact the CSMLS office (exam@csmls.org) **immediately** to see if they can apply for an Exam Deferral. Exam Deferral requests due to Extraordinary Circumstances are considered on a case-by-case basis specifically for a reinstatement of the Exam attempt. These candidates may also receive a partial refund or transfer of exam fees, depending on the circumstances and timing of their request.

Candidates who do not attend the Exam they are expected at, considered a missed attempt, have forfeited their exam attempt and exam fees. However, they may apply for an Exam deferral to be considered for a reinstatement of their Exam attempt.

Submission of deferral requests and associated official documents, with the deferral fee, does not guarantee reinstatement of a missed attempt, partial Exam fee refund, or transfer of Exam fees.

These documents must be submitted to the CSMLS office within seven (7) calendar days of the candidate’s Exam date, if their circumstance occurred ON the day of the Exam.

Otherwise, the documents must be submitted within seven (7) days of notifying the CSMLS office, if their circumstance occurred BEFORE the Exam date.

Routine pregnancy, family obligations, or financial hardship may not be considered adequate reasons for granting a deferral.



Eligible Non-Residents of Canada (MLT only)

Non-residents of Canada that have been declared eligible for the Exam through the CSMLS PLA process will need to:

1. Send in a completed Exam Application by email, mail, or fax (do not apply online).
2. Pay the non-resident Exam fee.

A non-resident of Canada is someone who:

- normally, customarily, or routinely lives in another country and is not considered a resident of Canada; or
- does not have significant residential ties in Canada and lives outside Canada throughout the tax year; or
- stays in Canada for less than 183 days in the tax year.

Candidates will NOT be allowed to write the Exam if false information is included on the Exam Application form.

False information includes providing a Canadian address to avoid paying non-resident Exam fees.

Proof of residency, a copy of a current tax form, or alternative documents may be required to prove Canadian residency.

Special Circumstances for Non-Residents of Canada (MLT candidates only)

An eligible MLT Exam candidate, who is a non-resident of Canada and is unable to obtain a Visa to come to Canada to write their Exam, is asked not to register for the Exam.

All CSMLS MLT Exams must be written in Canada. Non-Residents of Canada MUST write their exam in person at a Canadian test center.

These candidates have up to twelve (12) months, after receiving initial eligibility to the Exam, to register for their first Exam. This date will be indicated on their Eligibility Statement.

Candidates are NOT to register for an Exam if they HAVE NOT obtained a Visa to visit Canada.

If the candidate cannot make it to Canada to write the Exam within this time frame, they must contact the CSMLS office (exam@csmls.org) as they will be required to apply and pay for an Exam deferral, with documented evidence as to why they cannot come to their expected Exam session.

If the non-resident candidate does not contact the CSMLS office before their Eligibility Statement expires, they must apply and pay for Stage 2 PLA again. This may require them to successfully complete additional course work if a learning plan is assigned.



NOTE: All CSMLS MLT Exams must be written in Canada, regardless of the testing method.

Applicant's Registration Statement

Candidates must read and complete this section of the Exam application; otherwise, their application will not be accepted.

By signing a paper Exam application or completing the online Exam registration, candidates agree to abide by the following statements:

- I declare that **the above information is true** and hereby apply to write the CSMLS National Certification Examination;
- I understand that **final acceptance** to the CSMLS National Certification Examination **depends on successfully meeting all eligibility requirements**;
- I understand **there is a non-refundable administration fee**;
- I understand the registration fee and passing the Exam **does not include a certificate**;
- I understand that my registration and Exam **information may be shared with Canadian provincial regulatory agencies**.

Exam Application Requirements

Exam candidates are required to register online or by email, fax, or mail.

All Exam candidates are responsible to ensure their Exam registration is completed correctly and submitted within the required registration deadlines.

Paper applications must be filled out completely, include the correct Exam fee, signed, and postmarked, or received in our office, prior to the registration deadline, or the application will not be processed.

Paper applications received with a postmark after the registration deadline will not be processed; the applicant will be notified by the CSMLS office with their next steps.

Mailing/Courier Address
Canadian Society for Medical Laboratory Science 33 Wellington St N Hamilton, ON L8R 1M7

We are not responsible for lost or misdirected mail. We recommend that paper applications be sent via courier service for proper tracking.

Current Exam fees and dates can be found on [our website under 'Dates and Fees'](#) and are subject to change without notice.

Exam Testing Accommodations (Disability, Religious, etc.)

Candidates requesting an Exam accommodation must NOT register online.

If these candidates register online for an Exam session they will NOT be considered for an accommodation.

The Canadian Society for Medical Laboratory Science (CSMLS) offers accommodations to exam candidates with official documented disabilities that affect mobility, communication, sensory perception, learning, physical or mental health, and other grounds or religious observations, to provide equal access to the exam.

The only purpose of CSMLS accommodations is to **remove barriers from accessing the exam** so that they can participate equally (equity of access), and allow their Exam results to accurately reflect their competency level as a medical laboratory professional.

NOTE: Providing equity of access to the CSMLS Exam through an accommodation does not guarantee the candidate will complete or perform well on the Exam.

The administration of CSMLS testing accommodations is guided by federal and provincial human rights legislation, CSMLS policies, and professional standards, guidelines, and practices. The goal is to provide reasonable and appropriate accommodations to candidates with disabilities while maintaining the integrity of CSMLS certification.

Each applicant is considered on a case-by-case basis. In reviewing accommodation requests, the CSMLS must balance the rights of the individual Exam candidate with its mandate to protect the public interest through a fair, secure, valid, and reliable Exam.

The CSMLS has the right to approve or deny requests for Exam accommodations, as some accommodations may be limited to certain test centers, may not be allowed with remote proctoring, or may have limited availability in an Exam session.

If a request is approved, a candidate may be required to take the Exam at a location determined by the CSMLS. If this requires the candidate to travel, all related expenses will be borne by the candidate. If the candidate cannot travel to the available location, they may apply for a deferral of this Exam attempt to the next Exam session at their preferred testing location, if it is an option at that location.

Language Proficiency

Language proficiency accommodations are NOT available for candidates whose first language is not English or French. Exam candidates are expected to have a minimum language level of Canadian Language Benchmark 8 (CLB 8).

Candidates must choose one official language to take their Exam in, they will not have access to both English and French Exams. (See [Choice of Language section](#).)

Disability Considerations

A diagnosis of a disability does not automatically equate to testing accommodations. To be considered for exam accommodations, candidates must provide evidence of an officially diagnosed condition with functional limitations related to their disability(ies) that require modifications to the standard administration of the exam.

The disability must be shown to affect the candidate's ability to access the exam and participate in their daily life to receive access to testing accommodations.

Examples of accommodations that may be requested include additional testing time, breaks, and access to assistive equipment, personnel, or personal items (e.g., medication, breast pumps, food).

Requesting Exam Testing Accommodations

Exam candidates seeking formal testing accommodations are required to contact the CSMLS at exam@csmls.org in writing. This request should include the candidate's CSMLS identification number, their first and last name, what type of accommodation they are seeking, what exam they plan to write, and what exam session they wish to attend. The CSMLS will then provide the candidate with the appropriate forms and information.

Candidates requesting an Exam accommodation must NOT register online.

If these candidates register online for an Exam session they will NOT be considered for an accommodation.

The deadline to apply for an Exam accommodation is the last day BEFORE registration opens for the desired Exam session.

Requests received AFTER registration opens will be reviewed, but may not be granted or only partially granted.

Requests received AFTER registration closes will NOT be considered unless it is due to a recent diagnosis, on a case by case basis.

Testing Accommodation Process

Once a candidate has made an accommodation request, they are encouraged to return the completed forms to the CSMLS as soon as possible. If applying greater than 6 months in advance of an exam session, candidates must take into consideration the age of their supporting documentation.

Requests for special testing accommodations will be reviewed by the CSMLS once all the required documents have been received.

The CSMLS will communicate with the candidate by email regarding the status of their request.

Granted accommodations are valid for one Exam session only, candidates must submit a new accommodation application for any future Exam sessions.

Supporting Documentation Requirements for Accommodations

Documentation must be legible, complete, and provided by the appropriate licensed healthcare practitioner(s), or other professional(s) who have specific training, expertise, and experience in the diagnosis and treatments of conditions for which the certification exam accommodation is being requested.

Supporting documentation must not be more than six (6) months old for psychiatric and recent physical disabilities, five (5) years for long-term disabilities and three (3) years for all other disabilities including ADD and ADHD. Following recommendations from the Government of Canada's "Guide for Assessing Persons with Disabilities", assessments completed before age 18 are not considered up-to-date if more than three years have passed since the assessment, as the abilities and skills of individuals are still changing and developing during these years.

Regardless of the age of the documentation, it must reflect the candidate's current functioning and functional limitations with regards to the accommodation request.

Exam Registration Payments

Exam candidates must submit their full Exam fees in Canadian funds with their Exam application.

Exam fees paid online are submitted by Mastercard, Visa or AMEX credit card* only.

Exam fees sent to the office with a registration form may be paid by credit card* and submitted by email or postal mail, or by Canadian cheque or Canadian money order, these are to be submitted by postal mail only.

*Due to PayPal security restrictions we are unable to accept credit card payments from some countries. If required, contact info@csmls.org for assistance. Canadian cheques or Canadian money orders are only accepted with paper-applications mailed to the CSMLS

office and are made payable to the “Canadian Society for Medical Laboratory Science” or “CSMLS”. Registrants whose payments by cheques that are returned for insufficient funds will be charged an NSF fee. The CSMLS office will notify candidates of insufficient funds and their full payment must be received within fifteen (15) days of this notification.

Other methods of payment are not accepted.

Allow five (5) business days for fee processing.

Exam Appointment Scheduling

NOTE: All CSMLS MLT Exams must be written in Canada, regardless of the testing method.

Candidates are responsible for scheduling their exam appointment in one of two (2) testing methods, in-person testing (IPT) or remote proctored testing (RPT), as well as the time and location (applicable to IPT only). Once candidates have registered for the Exam, they will receive an Exam Registration Confirmation email which provides them with their Exam eligibility ID number, instructions on how to schedule their Exam appointment, and a link to the [CSMLS-Prometric webpage](#).

Candidates must wait 24 hours from registration **before** trying to schedule their Exam appointment.

Prometric does not have French-speaking proctors for RPT. French-speaking candidates must be willing to check in take the exam with English-speaking proctors or choose IPT at a Prometric test centre where French-speaking Test Centre Administrators are available. In both cases, the exam questions and exam platform are in French.

Candidates are responsible to ensure their testing time. If a candidate does not attend their scheduled day or time as stated in the confirmation email from Prometric, this can result in a loss of exam fees and a lost attempt.

Clinical Genetics Exams can ONLY be written at a test center.

For those scheduling an IPT Exam appointment, there are various Testing Centre locations across Canada. Space may be limited at some locations and **we cannot guarantee preferred testing locations and times**. Registering early will help candidates choose their best testing location and time.

IPT candidates are responsible for finding their own way to the Testing Centre locations and are responsible for parking and any other associated costs.

CSMLS is not responsible for any travel/accommodation arrangements made by candidates.

NOTE: The CSMLS reserves the right to:

- Cancel or not open a testing site if there are fewer than five (5) candidates
- Assign candidates to a testing site
- Monitor testing sites

For those scheduling an RPT Exam appointment, please note that the CSMLS and Prometric are NOT responsible if you have any technical issues with your equipment and/or internet on Exam day. If you are unable to challenge your Exam, you will be responsible to contact the CSMLS at exam@csmls.org that day with your CSMLS ID number, full name, what occurred, and the ticket number from Prometric given after you contacted Prometric for technical help through their chat feature. Once your message has been reviewed, you may be offered a paid deferral to the next Exam session without a loss of attempt.

Rescheduling an Exam Appointment's Testing Mode (IPT or RPT), Time, or Location

Candidates can **ONLY** reschedule their exam's date, time, and/or location within the same

Exam session, they cannot reschedule their Exam to a different Exam session. If a candidate does this through the Prometric website, it will be considered an unauthorized cancellation and the candidate will lose their Exam fees and may lose their Exam attempt.

If candidates want to cancel their Exam session, or reschedule to a different session, they must contact exam@csmls.org, please see the '[Cancellation of Exam Registration](#)' and '[Loss of Exam Attempts](#)' sections for more information .

Candidates who want to reschedule the Exam testing mode (switching between IPT and RPT), or the time or location of their Exam appointment within the same Exam session, may do so while there are alternate Exam appointments available.

To reschedule the testing mode, time, or location of an Exam appointment, go to the [CSMLS-Prometric webpage](#), click 'Reschedule', and proceed to enter the correct information.

There may be fees associated with rescheduling the testing mode, time, or location of an Exam appointment. Please see the [CSMLS 'Service Fees'](#) found at the bottom of the CSMLS Dates and Fees webpage.

NOTE: All CSMLS MLT Exams must be written in Canada, regardless of the testing method. Non-residents of Canada can only write an MLT Exam at a test center in Canada. International candidates with approval to challenge the MLA exam at one of our international locations must write in-person at a test center.

Exam Day

What to Bring

All candidates must bring valid, non-expired, government-issued photo identification with a signature, e.g. driver's license or passport, please review the webpage "[On Exam Day](#)".

Candidates will NOT be admitted to the Exam without presenting valid, non-expired government issued ID.

Candidate should have both their CSMLS ID and Prometric confirmation numbers. This is especially important for those with an RPT appointment to log on to the testing platform.

NOTE: Identification must have identical first and last names as listed in the registrant's CSMLS account. Middle names are not required for identification to be admitted to an Exam.

Arrival Time for a Testing Appointment

Arrive (IPT)/log on (RPT) at least 30 minutes before the scheduled appointment to allow time for check-in procedures.

The Remote Testing Environment

Candidates with an RPT appointment must write in a closed room with four solid walls, a closed door, and covered glass windows and doors. Candidates must remove all personal items from the Exam room except:

- a flat surface to place the computer. e.g. table or desk
- a chair,
- one monitor, one web camera, and microphone (if applicable), these MUST be wired directly to your computer,
- water in a clear colourless container,
- two (2) tissues, and
- government issued photo identification with a signature, e.g. driver's license, passport.

NOTE: Under no circumstance may another person be present in or enter the Exam room for the duration of the Exam (including the check-in process). If this occurs, the Exam session may be terminated and/or results may be invalidated.

For more Remote Testing information, see the CSMLS webpage '[Remote Proctoring for Computer-Based Examinations](#)'.

Cancellation of Exam Registration

If registered candidates want to cancel their registration, they must complete and submit the [Request for Exam Cancellation form](#) to the CSMLS office (exam@csmls.org), at least fourteen (14) days before the Exam date to receive a partial refund of the Exam fee.

Cancelling an Exam attempt may also result in the loss (fail) of that Exam attempt. Please see '[Loss of Exam Attempts](#)' section for more information.

Candidates are NOT ALLOWED to cancel their Exam on the Prometric website. Candidates who do this will lose their Exam fees and may lose their Exam attempt.

Current CSMLS Cancellation administration fees are found at the bottom of the [CSMLS Dates and Fees webpage](#) under 'Service Fees'.

Late Arrival or Missed Appointment

Candidates who arrive late, **less than thirty (30) minutes after** the scheduled Exam start time, may NOT be given extra time to finish the Exam.

Those who arrive **more than thirty (30) minutes after** the scheduled Exam start time or who miss their scheduled appointment, for any reason, will be considered a "no-show". These candidates will forfeit their entire Exam fee and will lose one (1) Exam attempt, which will be considered a failed Exam attempt.

No-show candidates must reapply with the CSMLS office for a future Exam attempt. Candidates cannot reschedule a missed appointment for another Exam date. Please see '[Loss of Exam Attempts](#)' section for more information.

If candidates need to contact us, please email exam@csmls.org.

Unforeseen Circumstances

If an Exam is disrupted through circumstances beyond the control of the test provider, such as power failure or extreme weather, the test provider will contact the CSMLS office about adjusting the timing of the Exam.

Extraordinary Circumstances Before or On Exam Day

On the Exam day, if candidates cannot reach the Testing Centre because of circumstances beyond their control or they are ill, they must contact the CSMLS office **immediately**, BEFORE the Exam begins, if possible. The CSMLS office can be contacted at exam@csmls.org.

Before the Exam day, candidates who are ill or have extraordinary circumstances (including bereavement but excluding routine pregnancy) must contact the CSMLS office **as soon as possible**, BEFORE the Exam at exam@csmls.org. This includes candidates who are unable to challenge the Exam remotely due to system or internet problems.

During the Exam, if a candidate experiences a negative situation or condition that may have seriously affected their exam performance or ended it prematurely, they must contact the CSMLS office immediately AFTER the occurrence. The CSMLS office can be contacted at

exam@csmls.org. Candidates must provide full details which include at a minimum, the date and time of the occurrence, what occurred, who was involved, what steps were taken to correct the situation (if any), were all questions on the Exam answered, and how the situation has negatively affected their Exam performance.

In addition to the above requirement, candidates writing the Exam at a Test Center must also make a formal complaint at the Test Center BEFORE they leave. Candidates writing the Exam through RPT must also submit a detailed email including their confirmation number to the ProProctor team at pro-proctor@prometric.com and exam@csmls.org. These actions must be taken **immediately AFTER** the occurrence.

If deemed applicable, based on a review of the occurrence, these candidates will receive an Exam Deferral Request form, which may allow these candidates the re-instatement of their Exam attempt, a partial or full refund, or a transfer of their Exam fees to the next Exam date. Candidates must submit the deferral form, with the associated fee, and any evidence requested by CSMLS to support their request.

These documents must be submitted to the CSMLS office within seven (7) calendar days of their Exam date, if their circumstance occurred ON the day of the Exam.

Otherwise, the documents must be submitted within seven (7) days of notifying the CSMLS office, if their circumstance occurred BEFORE the Exam date.

Deferral requests are considered on a case-by-case basis and submission of the documents and fee does not guarantee reinstatement of the missed attempt.

Supporting documentation may include doctor's notes, the CSMLS Medical Form, death certificates, and/or other documents, as required.

Medical documentation must be current and include a formal diagnosis of the specific illness/disability made by a qualified physician/psychologist, and must be submitted directly to the CSMLS office by the qualified person on behalf of the candidate.

Routine pregnancy, family obligations, or financial hardship may not be considered an "extraordinary circumstance".

Change of Information

Candidates must check their information in their CSMLS account **BEFORE** they register for an Exam and ensure it is up-to-date.

If candidates change their name or contact information (address, telephone number or email) after Exam registration, notification must be sent into the office in writing as soon as possible using the Change of Information Request form. This can be found on the '[Exam Forms](#)' webpage. Official supporting documentation must be provided with this form.

Unless the Change of Information Request form is received by the CSMLS office, all Exam correspondence, including Exam results, will be sent to the address the candidate registered with.

Choice of Language

Candidates can take the MLT General or MLA Exams in either English or French but not both.

- Indicate the language required on the application;
- The candidate will **ONLY** have access to the language indicated on their Exam registration/application form.

French-speaking proctors for RPT are not available. French-speaking candidates must be willing to check in and take the exam with English-speaking proctors or choose IPT at a

Prometric test centre where French-speaking Test Centre Administrators are available (Quebec). In both cases, the exam questions and exam platform are in French.

If a change of language is required, the candidate must contact the CSMLS office (exam@csmls.org) **before Exam registration closes**. A change of language preference **will not be considered after Exam registration closes**.

MLT Clinical Genetics and MLT Diagnostic Cytology Exams are only available in English as there are no Canadian EQual™ accredited/registered educational programs for these designations in French.

Exam Service Fees

The CSMLS has several non-refundable administration or service fees that may apply to candidates.

[‘Service Fees’ are found at the bottom of the CSMLS Dates and Fees webpage.](#)

Discrimination Policy

The CSMLS is committed to providing an Exam process that is free from any type of discrimination*, which supports the productivity and dignity of Exam candidates.

*Discrimination is unequal treatment on the basis of prohibited grounds which may include age, race, sex, religion/creed, sexual orientation, physical or mental handicap, ancestry, place of origin, colour, ethnic origin, citizenship, marital or family status, and record of offences.



Exam Conduct

Candidate behaviour before, during and after the Exam cannot disturb other candidates or cause them anxiety.

Candidates are required to follow all requirements/instructions from invigilators at a test center or through remote proctoring. Candidates are not to make disruptive comments during the Exam, unnecessarily question Exam items, policies and procedures, or engage in other behaviour that could disturb other candidates at the Exam session or insult the invigilators.

Poor or disruptive behaviour will not be tolerated and may result in removal from the Exam session. If a candidate is removed from the Exam, they will lose that Exam attempt and their Exam registration fees.

Unscheduled Breaks

Unscheduled breaks are strictly for restroom use **ONLY**.

Candidates can take an unscheduled break of up to 10 minutes for the purpose of using the washroom/restroom **ONLY**. The Exam timer will not stop for the unscheduled break.

Candidates taking an unscheduled break **MUST NOT** access prohibited items during the unscheduled break. This includes, but is not limited to, technology, devices, notes, or food.

Candidates MUST inform the invigilator prior to taking an unscheduled break otherwise the Exam will be terminated.

Candidates who exceed the permitted 10-minute unscheduled break time limit will have their exam session terminated and will be subject to an investigation.

CSMLS will not authorize a candidate's return to the exam for failing to meet the unscheduled break time limit and the attempt may be considered a fail.

All candidates will have to complete the security check-in process again upon return from the unscheduled break before restarting the Exam.

All candidates taking an unscheduled break will have their Exam session reviewed.

This review may include an in-depth analysis to determine if previously viewed or answered questions have been changed in an irregular manner indicating suspicious activity after the candidate's unscheduled break.

Cheating

Cheating will not be tolerated and will result in removal from the Exam. If a candidate is removed from the Exam, they will lose that Exam attempt and their Exam registration fees.

It is assumed that candidates are writing the Exam in good faith or in an honest attempt to pass the Exam. Any actions or behaviours violating this assumption will be considered "cheating".

This includes anything that could affect any current or future candidate results. It also includes, but is not limited to, the following examples:

- Non-eligible and non-registered individuals posing as registered and eligible Exam candidates;
- Bringing study materials into the testing room, or any other material that has not been expressly permitted;
- Giving or receiving help during the Exam;
- Engaging in any conduct during the Exam that disturbs or is disrespectful towards other candidates or Exam proctors or Testing Centre staff;
- Removing or trying to remove Exam materials from the Exam site;
- Modification of documents in order to give the false impression of having passed the Exam;
- Any activity that would be considered illegal, such as assault, harassment, or theft.

Actions in the Event of Suspected Cheating

If the staff at the Testing Centre or with Remote Testing suspect that a candidate is cheating, the staff may remove them from the Exam. Suspected cheating will be reported to the CSMLS office by the testing provider.

The CSMLS office conducts investigations into all suspected cheating incidents. The candidate will have the opportunity to submit a written response to the suspicion of cheating via regular post or email.

A formal investigation and review process will take place. The candidate may be required to provide additional information during the investigation and review process.

Once a decision has been made, the candidate will be informed by email. The decision may include, but is not limited to, the following actions:

- Exam is marked as usual;
- Exam candidate receives eligibility to next Exam without charge;
- Exam is not marked and the candidate loses this Exam attempt;
- Exam candidate is permanently banned from writing the Exam;
- Exam candidate faces legal action.

The CSMLS reserves the right to begin an investigation into suspected cheating at any time before, during, or after the Exam is administered.



After the Exam

There are hundreds of MLT and MLA candidates writing the Exam at each Exam session. All discrepancies and Remote Testing/Training Centre or candidate concerns during the session must be investigated before any Exam can be marked.

The CSMLS office performs numerous quality assurance checks and analyses Exam and candidate performance statistics based on each Exam question to ensure accuracy. Finally, when quality assurance is complete, we will release Exam results to the candidates and the Canadian provincial regulators, as required.

Candidates must ensure that their CSMLS account is up-to-date with both their:

- current email address
- current residential address (including apartment number, if applicable)

Candidates will not receive notification of the availability of their Exam results on the CSMLS Results Portal or their official Statement of Examination Results (SER) if their email and residential addresses are not current/up-to-date.

NOTE: If a candidate has unsubscribed from CSMLS emails, they will NOT receive any communications from CSMLS about the exam or their results.

If a candidate's information needs to be updated/changed, please follow the instructions found under the ['Change of Information' section](#).

Candidates who have passed the Exam will only receive results that indicate 'Pass' and the overall Exam pass mark. Unsuccessful candidates will receive both their actual Exam score and the overall Exam pass mark.

All MLT Exam results are shared with contracted provincial MLT regulatory agencies in Canada. This includes the number of Exam attempts a candidate has had.

Exam Results Release

The Exam results release dates are indicated on the [Dates and Fees webpage](#). The Certification department will strive to release Exam results within 45-days **after** the last day of the Exam session.

When Exam results are ready, candidates will receive an email indicating they can logon to the CSMLS Results Portal to view their results.

An official SER, will also be sent by post to each candidate who challenges an Exam.

If a candidate does not receive their official SER within 60 days of the Exam, they **MUST** contact the CSMLS office, at exam@csmls.org.

Candidates will be required to pay a service fee for duplicate copies.

Under no circumstances will we give Exam results over the phone.

Exam Result Validation Request

Candidates can apply and pay for an Exam Result Validation of their Exam score by contacting exam@csmls.org.

However, before Exam results are released, many rigorous quality control and assurance checks are completed to ensure Exam results are accurate; an error in a candidate's Exam result is unlikely.

If a candidate fails the Exam, they can request a validation of their Exam results by

completing a *Validation of Individual Exam Score* (VIES) application and submitting the required fees. Please contact exam@csmls.org for the application.

All requests must be received in at the office no later than sixty (60) days after the first day of the Exam session with the applicable payment. Once processed, the review can take four (4) to six (6) weeks to complete.

Candidates who have failed their first attempt should register for their second exam attempt before the VIES is complete. It is likely that the next Exam session registration will be closed before the review is complete and these candidates will not be able to register for the next Exam session, should the VIES be unfavourable.

CSMLS Certificate

CSMLS Certificates are only available to CSMLS certified members in good standing.

For a limited time, the CSMLS Certificate is free with paid certified membership (approximately 2 months after the Exam date) once certification is achieved.

Applying for CSMLS Membership can be done through the CSMLS Exam Results Portal, by [renewing through their CSMLS account](#), or by contacting memserv@csmls.org.

The CSMLS certificate will be sent after CSMLS certified membership payment has been processed, usually within five to six (5-6) weeks.

Holding a certificate is a privilege of CSMLS membership.

If membership is not renewed, the CSMLS certificate must be returned to the CSMLS, as written in the CSMLS bylaws.

For any questions about membership, candidates may contact the CSMLS office at 905-528-8642 or 1-800-263-8277, ext. 8508 or 8699, or info@csmls.org.

Appendix 1: Exam Format

The following Multiple-Choice Question rules apply to all Exams:

- ONE answer is acceptable – choose the BEST one
- ONE mark will be allotted for each correct answer
- NO choices with – a & b, c & d, all of the above, or none of the above
- All Exams may include validation questions

Length of Exam	Number of Questions	Type of Questions
MLA		
2.5 hours	150	Multiple-choice questions Images may be included
General MLT Clinical Chemistry, Clinical Microbiology, Hematology, Histotechnology, and Transfusion Science		
3.5 hours	210	<ul style="list-style-type: none"> • Multiple-choice questions • Images may be included
Diagnostic Cytology Gynecological & Non-gynecological Cytology, and Histotechnology		
3.5 hours	210	<ul style="list-style-type: none"> • Multiple-choice questions • Approximately 60 images will be included • NO case studies
Clinical Genetics Molecular Genetics and Cytogenetics		
3.5 hours	180 (± 10) multiple-choice questions and approximately three (3) images for karyotyping	<p>Section 1 contains 100 multiple-choice questions, some with images</p> <p>Section 2 contains 15 case studies, some associated with images, with multiple-choice questions</p> <p>Section 3 consists of three (3) case studies for chromosome analysis and karyotype reporting. They include multiple-choice questions to be answered on the computer platform, and paper-based images for analysis (labelling)</p>

CSMLS Exam Testing Rules

By participating in the CSMLS competency-based Exam, the candidate agrees to the following rules:

- The Exam and its contents are the exclusive property of the CSMLS
 - The content of the Exam is to be kept confidential by the candidate as it has been made available to the candidate solely for the purpose of assessing minimal entry-level competency in the medical laboratory profession
 - Candidates are **expressly prohibited from memorizing, discussing, recording, copying, reproducing, disclosing, publishing, or transmitting this examination or any question or answer, in whole or in part, in any form, or by any means, verbal or written, electronic or mechanical, for any purpose**
- The candidate will not be allowed entry to the Exam without valid, government issued photo ID;
- The candidate must sign into the Exam session and go through a security check, **plan to arrive early**;
- The candidate must not bring in items, like pens, pencils, highlighters, pencil cases, gum, food, beverages (exception: water in a clear colourless container), cell phones, textbooks, notes, personal digital assistants (PDAs), pagers, and watches into the Exam room. Failure to do so may result in removal from the Exam and an Exam attempt loss;
- The candidate will not be allowed to wear a hat or coat during the Exam, but can wear a sweater or hoodie without pockets;
- All items, including purses and backpacks, must be left outside of the Exam room. For IPT there may be lockers provided by the Testing Centre;
- The candidate and their personal items may be subject to a search at any time by testing staff;
- The candidate must accept the Exam Security Agreement before beginning the Exam, please read carefully. **The candidate will NOT be able to begin the Exam if they do not accept this**;
- Once in the Exam room, talking out loud is not permitted;
- If the candidate is found using notes or reference material of any kind, they will be sent out of the Exam immediately, their Exam will not be marked, they may lose their Exam fees and their Exam attempt, they may be barred from taking the Exam again, or be issued a combination of these outcomes;
- The candidate is constantly supervised at each Exam session and is subject to video surveillance;
- If the candidate arrives more than 30 minutes late, they will not be allowed into the Exam and which may result in a loss of their Exam attempt;
- Use of the washroom during the Exam is considered an unscheduled break and the countdown timer on the Exam will not stop. Candidates will have to sign out of and into the Exam room with the testing staff, and they will be subject to another security check;
- The candidate's computer will lock them out of the Exam automatically when the Exam timer has run out.

Appendix 3: How the Exam is Scored

The pass mark is established individually for each Exam; therefore, the success criteria will be different for each Exam.

Each Exam pass mark is the total percentage score that a candidate must reach to pass. Anyone who achieves this mark passes the Exam, and there is no limit to the number of candidates who can pass.

The pass mark, which is set by the Angoff method, varies from Exam to Exam depending on the difficulty of that particular Exam. The CSMLS uses the legally defensible Double Modified Angoff Process that requires demographically selected expert judges to discuss the issues involved in determining a pass mark and to evaluate the Exam by using a well-defined and rational procedure.

The purpose of this process is to determine the cut score (pass rate) required to identify a **minimally competent** MLP for each Exam. In this process, the Exams have been reviewed and accepted by the Exam Panel (a voluntary panel of industry experts with geographical representation from across Canada, selected and approved by Canadian MLT regulators) prior to this process.

Setting the pass mark for an Exam is setting a standard of performance on which decisions will be made about an individual's level of competence in a given field of practice.

Determination of an appropriate pass mark is essential to the effectiveness of the process. The pass mark determination is a judgment made by informed individuals (i.e., experts in the field of practice), arrived at through a rational discussion of the field of practice and an awareness of the consequences involved when making a decision that affects individuals. [Additional Exam structure information can be found on our website under 'Exam Structure'](#).

If candidates pass the Exam, they will receive an invitation to become a certified member of the CSMLS. For information on the [benefits of CSMLS membership](#), please see the website under 'Membership'

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